## Iowa Department of Transportation:

# **Attolist Quick Start Guide**

Web-based Construction Collaboration for Iowa DOT Bridge Projects

**Shop Drawing Submittals** 

Produced: December 2009





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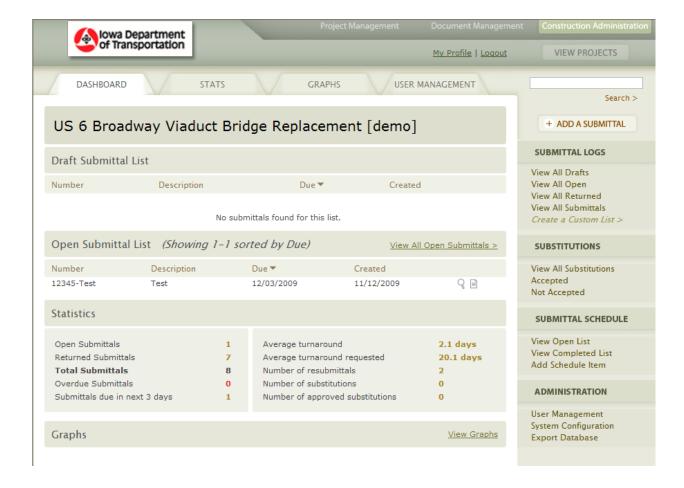
Additional help can be found by clicking the "Help" button in Attolist

Attolist Support can emailed at <a href="mailto:info@attolist.com">info@attolist.com</a> or throught their website at attolist.com/contact/

#### **Accessing Submittals:**

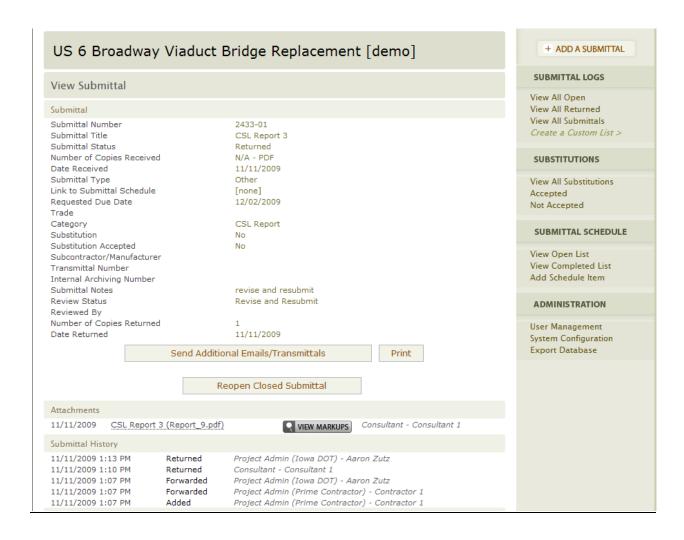
The submittal dashboard can be accessed in Attolist by placing the mouse over the "Construction Administration" tab in the upper right hand corner of the screen. A drop down menu will appear; the user should click on the "Submittals" option.

The submittal dashboard serves as the homepage for the management of submittals in Attolist. Users can create new submittals, review submittals, forward submittals, and view submittals. The dashboard shown in the screenshot below lists the open submittals with their statuses and also gives statistics on the management of submittals. Using the buttons on sidebar to the right of the screen users can create and access submittals.



#### **Accessing Submittals:**

Submittals can be accessed using the right sidebar and selecting the status of the submittal that the user is trying to access. Stored submittals will have attachments with comments if applicable. When opening attachments it is important to click the "View Markups" Button. Clicking on the actual file will not show the markups. Individual submittals will also show the history of the document.

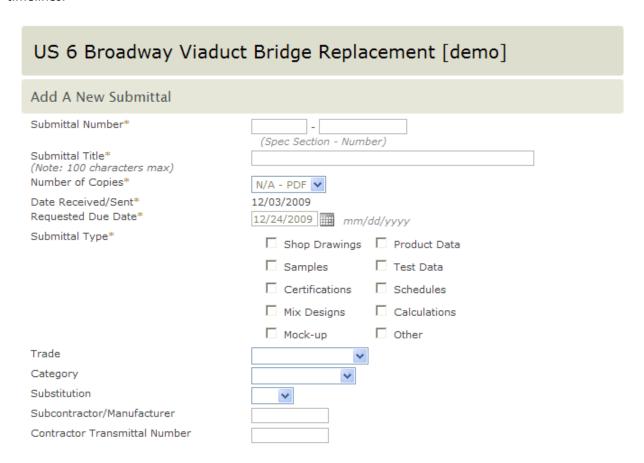


#### **Creating Submittals:**

To create a submittal begin by clicking the create submittal button on the top of the right side bar. Enter information in the fields of the form using the information below:

- Submittal Number: Enter applicable Iowa DOT specifications section number
- 2. Submittal Name: Enter appropriate name
- Number of Copies: Leave as default setting (N/A PDF)
- 4. Requested Due Date: Selection applicable due date\*
- 5. Submittal Type: Check most appropriate box
- 6. Trade Group: Select the Iowa DOT office or document type most appropriate based on the submittal. This will determine who the submittal is sent to for review.
- 7. Category: If a choice from the drop down menu is applicable select it. This information will be used to supplement the "Submittal Type"
- 8. Substitution: Select the appropriate option
- 9. Subcontractor/ Manufacturer: Enter name if applicable
- 10. Contractor Transmittal Number: This field can be left blank

<sup>\*</sup>Note: It is the responsibility of the party submitting documents to understand requirements for review timelines.



- 11. References: Use this to link a submittal to other related documents in Attolist
- 12. Review Comments: This section should be left blank
- 13. Add Attachment: Type in an appropriate file name and select the file to upload using the "Browse" button locate the appropriate pdf file to upload

References						
Construction Phase Docs	LINK No	one				
Design Phase Docs	LINK No	one				
Sheets	LINK No	one				
Specifications	LINK No	one				
Reports	LINK No	one				
Submittals	LINK No	one				
RFIs	LINK No	one				
Field Reports	LINK No	one				
Meeting Minutes	LINK No	one				
Messages	LINK No	one				
Review Comments						
Review comments provide from the construction team Review comments provide visible when the submittal comments do not appear of	n when the s d by the con is "open" or	submittal is "open". Instruction team are "returned". Review				
			Not	e: 1000 chi	aracters max.	
Add Attachments						
Upload file types jpg or pd	f. Maximum	file size is 50MB per	attac	hment.		
Title:	File	e:		Browse		
Title:	File	e:		Browse		
Title:	File	e:		Browse		
Title:	File	e:		Browse		
Title:	File	e:		Browse		

- 14. Submittal Schedule: This feature is not used
- 15. Notifications: Individual People can be selected to receive the submittal. If a trade group has been selected it is unnecessary to select anyone here.
- 16. To Finish: Click "Send", members of the trade group and/or people under "Notifications" selected will receive email notifications for the submittal.

Submittal Schedule						
Link Submittal to Schedule Item. Please disable pop-up blocker for attolist.com						
Schedule Items: None						
Notify Architect by Email						
C Scott Baldermann attolist						
C Chuck Jahren Iowa State University						
O James Nelson Iowa DOT						
C Cherice Ogg Iowa DOT						
C Kim Powell						
O James RCE Iowa DOT						
C Aaron Zutz Iowa State University						
Save Draft Send Cancel						

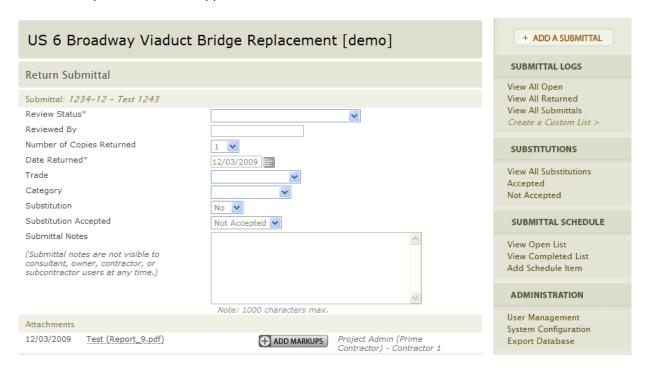
#### **Reviewing Submittals:**

When opening a submittal to review it the reviewer can either "Forward" or "Return" the submittal. For users wishing to forward a submittal, after clicking the "Forward" button they will be taken to a screen where they will be able select who they wish to forward the submittal to and also include any notes in the "Transmittal Notes" section of the screen. The submittal will be forwarded when the user clicks the "Save" button. Instructions for reviewing submittals are on the next page.



To return a submittal begin by clicking the "Return" button. On the next screen enter information in the fields of the form using the information below:

- 1. Review Status: Select one of the four standard lowa DOT options: "No exceptions taken", "Furnish as Noted", "Revise and Resubmit", or "Rejected"
- 2. Reviewed By: Enter name of Reviewer
- 3. Number of Copies Returned: Leave as Default (1)
- 4. Date of Return: Use default date (Today's Date)
- 5. Trade Group: Select Iowa DOT office or document type most applicable. This will determine who the returned submittal will go to.
- 6. Category: If a choice from the drop down menu is applicable select it. This information will be used to supplement the "Submittal Type"
- 7. Substitution: Select the appropriate option
- 8. Substitution Accepted: Select the most appropriate option only if this submittal is a substitution
- 9. Submittal Notes: This section is not used
- 10. Attachments: To markup up a file click the "add markups" button. A pop-up window will appear with a pdf of the file. The file should be marked up in this window. The software allows users to insert stamps electronically. This can be done using the "Raster Image" button on the left side bar. When the mark ups are complete the user should save them using the "Save Markups" button in the upper left hand corner of the screen.



- 11. References: Use this to link a submittals to other related documents in Attolist
- 12. Add Attachments: If any additional attachments are necessary type in an appropriate name and select file to upload using the "Browse" button and select the appropriate pdf file to upload
- 13. Review Comments: Insert comments here that are not included in the marked up submittal.
- 14. Returning the document: Use the "Return" button to send the response to the person who originally submitted the document. Use the "Return with Notifications" to select other team members to be notified by email of the response.

				contractor) - co	ntractor 1
References					
Construction Phase	Docs LINK	None			
Design Phase Docs	LINK	None			
Sheets	LINK	None			
Specifications	LINK	None			
Reports	LINK	None			
Submittals	LINK	None			
RFIs	LINK	None			
Field Reports	LINK	None			
Meeting Minutes	LINK	None			
Messages	LINK	None			
Add Attachments					
Upload file types jpg	or pdf. Maxim	um file size is 50MB per	r attachment.		
Title:		File:	Browse		
Title:		File:	Browse		
Title:		File:	Browse		
Title:		File:	Browse		
Title:		File:	Browse		
Review History				Hide	Comments
12/03/2009 Pri	me Contractor	- Contractor 1			
(pending) Re.	sident Construc	ction Engineer - Aaron Z	Zutz		
Review Comments					
from the construction Review comments p	n team when to rovided by the mittal is "open	design team are hidder he submittal is "open", construction team are " or "returned". Review nittals,		octers max.	<u>\</u>
	Return Return With Notification			Cancel	
		Tracarri Wildir		Carroca	